



Downe House

HEALTH AND SAFETY POLICY

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CONTENTS

Section	Page
1. Overview	1
1.1 Introduction	
1.2 Organisation	
1.3 Responsibilities	
1.4 Management	2
1.5 Monitoring and Review	2
2. Accident/Incident Reporting	3
3. Asbestos	3
4. Contractors	3
5. Control of Substances Hazardous to Health (COSHH)	4
6. Display Screen Equipment	4
6.1 Assessment	
6.2 Work Station Analysis	
6.3 Eyesight Tests	
7. Electrical Safety	4
7.1 Personal/Portable Equipment	
7.2 Electrical Installations	
8. Enforcing Authorities	5
9. Equipment Maintenance	5
9.1 Lifting Equipment	
9.2 Vehicles	
9.3 Plant and Machinery	
10. Extra-Curricular Activities	6
11. First Aid	6
12. Food Safety	6
13. Information	7

Appendix A - Health & Safety Committee – Terms of Reference

Appendix B - Accident/Incident Report

Appendix C - Contractor Induction Form

Appendix D - Display Screen Equipment Assessment Form

Appendix E - Summary of Record-Keeping Requirements

Appendix F - Risk Assessment Form & Guidance Notes

1. OVERVIEW

1.1 Introduction. This Manual, which underpins the Health and Safety Policy Statement, is designed to be the basic reference document for Health and Safety issues at Downe House. It outlines the general policies and procedures that the School has adopted in order to fulfil its Health and Safety obligations, and is complemented by the separate Fire Safety Policy and Procedures, together with other policies, which are referred to in the text as appropriate, as well as detailed Safe Systems of Work¹ and operating instructions for use in specific areas. It is the responsibility of all individuals to ensure that they familiarise themselves with these policies, the Fire Safety Policy and Procedures, and any other relevant policies and procedures. However, the School also recognises the need for guidance and regular training to reinforce this document, increase awareness and ensure that the principles are fully understood.

1.2 Organisation. The organisation of Health and Safety in the School is established to ensure that each individual is able to contribute to the safety of others. Responsibility is delegated, as a means of reminding everyone of their responsibility to others. It also allows expertise, where this is restricted to a specific department, to be fully utilised in that particular area of potential risk.

1.3 Responsibilities. Overall Health and Safety responsibilities are as follows:

1.3.1 Governors. Oversight and monitoring.

1.3.2 Health and Safety Officer (Director of Estates, Property and Services). Day-to-day implementation and management, communicating and reviewing policy, training, investigating incidents as required, and reporting and making recommendations to the Board of Governors.

1.3.3 Deputy Health and Safety Officer (Deputy Director of Estates, Property and Services). Assisting the Director of Estates, Property and Services as necessary, advising on any new regulations and/or legal requirements, overseeing Health and Safety requirements relating to his/her area of responsibility (e.g. contractors, building works, equipment maintenance, food hygiene and housekeeping services), and planning Health and Safety-related works.

1.3.4 Competent Person. Providing advice and guidance².

¹ This mainly applies to the procedures for carrying out experiments in the School Science Laboratories, dictated by the Code of Practice issued by CLEAPPS.

² The School engages the services of Peninsula to act as the external Competent Person and they carry out an internal audit in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

1.3.5 Area Representatives. Monitoring Health and Safety within their nominated areas, acting as members of the Health and Safety Committee, providing a focal point, collating and reporting concerns, discussing issues, and making recommendations.

1.3.6 Heads of Department and Housemistresses/Masters. Implementing and monitoring Health and Safety policy and procedures in their areas of responsibility, undertaking regular safety inspections, carrying out and reviewing risk assessments, discussing Health and Safety at departmental meetings, reporting accidents and incidents, and raising concerns through the appropriate area representative.

1.3.7 Administration Manager. Maintaining Health and Safety records and registers, and providing secretarial support to the Health and Safety Committee.

1.3.8 All Staff. Remaining vigilant, observing all relevant Health and Safety policies and procedures, taking reasonable care of their own and others' Health and Safety, reporting all accidents and incidents, raising concerns through their line managers, and addressing minor physical problems by reporting them as maintenance requests through MERLIN.

1.4 Management. The Health and Safety Committee is the primary mechanism for discussing and communicating Health and Safety issues throughout the School. Its Terms of Reference are at Appendix A and the Director of Estates, Property and Services is the Chairman. He is supported by the Administration Manager, and the following Area Representatives act as members:

1.4.1 Estates Manager Vice Chairman of the Committee.

1.4.2 Leadership Team representative.

1.4.3 Maintenance Manager.

1.4.4 Housemistresses/Masters' representatives (Lower School, Upper School and Sixth Form).

1.4.5 Head of Co-Curricular Department.

1.4.6 Sister-in-Charge.

1.4.7 Head of Art.

1.4.8 Design and Technology teacher.

1.4.9 Head of Biology.

1.4.10 Director of Sport.

1.4.11 Head of Science supported by Laboratory Technicians' representative.

1.4.12 Administration Manager – Secretary to the Committee

1.5 Monitoring and Review. The Director of Estates, Property and Services produces a Health and Safety report for all meetings of the Board of Governors, and the Policy is reviewed annually. Health and Safety issues arising are considered at the termly meetings of the Health and Safety Committee, and routine monitoring is the responsibility of Heads of Department and Housemistresses/Masters.

2. ACCIDENT/INCIDENT REPORTING

2.1 All accidents and incidents that result in, or might have resulted in, some form of injury must be reported on the Accident/Incident report form at Appendix B, as a comprehensive overview of all accidents or potential accidents is essential in helping to identify trends or areas of concern. However, a degree of common-sense should be applied in determining whether or not something is worth reporting.

2.2 During term-time, reports must be submitted and logged through the Medical Centre in person or via accidentforms@downehouse.net, even if no treatment has been received there. The Medical Centre will then copy the report to the Director of Estates, Property and Services, and, if necessary, forward a report to the Health and Safety Executive in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. In the School holidays, all reports must be submitted and logged through the Administration Manager, who will then forward a copy to the Director of Estates, Property and Services and undertake RIDDOR reporting as required. The Director of Estates, Property and Services will investigate and report on serious accidents or incidents, and include the results in his report to Governors.

2.3 All Accident/Incident reports must be submitted in a timely manner, by the member of staff who was first to attend to the incident, and, at the latest, within five working days of the occurrence of the event.

3. ASBESTOS

3.1 Asbestos was widely used in the construction industry before the adverse effects of exposure to asbestos were fully understood, so it is almost certainly present in older buildings. However, it is not inherently dangerous when left in situ in building materials that have not deteriorated.

3.2 A potential hazard arises when asbestos is disturbed and particles are created that could be inhaled in a confined space. To prevent this happening, the School has undertaken a full survey of the presence of asbestos in all buildings. The results of this survey form a register that indicates the location of any material containing asbestos and determine the need for precautions to be taken that must be communicated to all workers and contractors.

3.3 A review of the School wide risk assessment is carried out annually, a copy of which is held by the Director of Estates, Property and Services.

4. CONTRACTORS

4.1 The School expects all contractors to conform to its own standards in relation to Health and Safety when working at Downe House and not to endanger its staff and pupils. Equally, methods that put a contractor's own personnel at risk will not be acceptable. All contractors with 5 or more employees are asked to submit their Health and Safety Policy and/or CHAS documents (the contractors Health and Safety Assessment Scheme) to all potential contractors to determine their approach and commitment to Health and Safety, and the results of this will be one of the criteria used in the selection of successful contractors.

4.2 All contractors are required to complete the Contractors' Declaration which can be found in The General Requirements for Contractors. This can be found on Merlin/School Policies/ Health and Safety, General Conditions for Contractors Guidelines.

4.3 To facilitate understanding and encourage good working practices, the Maintenance Manager will provide an induction programme to support Estates contractors before work commences using the General Requirements for Contractors, which they must then sign to acknowledge that they have undergone the process. Larger projects that are managed externally will be contractually obliged to be conducted in accordance with the Construction (Design and Management) Regulations 2007.

5. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

5.1 The use of hazardous substances in the School is largely confined to the Science, estate and housekeeping departments, but all staff must be careful when handling any container marked with a hazard pictogram. Written risk assessments must be available to inform all staff required to use bulk chemicals such as drain cleaners, and all hazardous substances must be appropriately stored and disposed of by a waste management company.

5.2 The COSHH Regulations 1999 require all hazardous materials supplied to the School to be accompanied by handling instructions to ensure safe use. These should be properly registered by the department concerned and suitable instructions issued to staff. Details of stocks of such materials must also be passed to the Director of Estates, Property and Services in order to maintain a central record.

5.3 The Head of Physics is the School's Radiation Protection Supervisor and they are responsible for the control of all ionising radiation sources used in the School. External advice is available through the Radiation Protection Adviser (Dr Keith Bowker of Oxford Safety and Risk Management).

6. DISPLAY SCREEN EQUIPMENT (DSE)

6.1 Assessment. It is recognised that the regular and continuous use of VDUs may affect users, and the School therefore acknowledges that this imposes certain obligations on it in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. The first step is to identify staff who should be classified as "DSE users", and this process will be carried out by the Deputy Director of Estates, Property and Services with support from the IT Manager and/or his assessors using the form at Appendix D, who will maintain a register of "DSE users". Users can log a request for an assessment on Merlin/My Merlin/My Training DSE.

6.2 Work Station Analysis. Once a "DSE user" has been identified, they will be asked to carry out an analysis of their work-station using criteria that will be advised by the IT Manager. Any requirement for remedial action should be reported via Merlin and will include any requests for new equipment as appropriate.

6.3 Eyesight Tests. All "DSE users" are entitled to have an eyesight test carried out at the School's expense using an optician nominated by the School. If the test reveals a requirement for eyesight correction to enable the individual to use a screen, the School will pay for a suitable basic pair of glasses to be provided.

7. ELECTRICAL SAFETY

7.1 Personal/Portable Equipment. All personal electrical/electronic equipment brought onto the School's premises by any individual, or portable electrical/electronic equipment supplied by the School, must be inherently safe to use. To ensure that this is the case, all such equipment must be offered up for testing in accordance with current regulations, and the School reserves the right to require any unsafe equipment to be removed.

7.2 Electrical Installations. The inspection of the fixed wiring throughout the School forms part of the overall maintenance requirement that is the responsibility of the Director of Estates, Property and Services, and will be undertaken regularly in order to ensure that it remains safe. However, individual users must carry out regular visual inspections of all plugs, sockets, leads, light switches and equipment, and immediately report any concerns using MERLIN. The additional loading of power supplies can also cause problems, so departments planning to introduce extra electrical equipment should ensure that the necessary supply is available. In addition, the use of extension leads and multiple sockets should not be permitted unless absolutely necessary.

7.3 Electrical Works Permit Form. This can be found in Merlin/All Forms/Estates and this form must be completed and authorised before any work can proceed.

8. ENFORCING AUTHORITIES

8.1 Full cooperation will be afforded in the event of a visit by any of the enforcing authorities:

8.1.1 Environmental Health Officer:

Public Protection Department
Council Offices
West Berkshire Council
Faraday Road
Newbury
Berkshire
RG14 2AF
Tel: 01635 519192

8.1.2 Fire Safety Inspecting Officer:

Royal Berkshire Fire and Rescue Service
103 Dee Road
Tilehurst
Reading
RG30 4FS
Tel: 0118 945 2888

8.1.3 Health and Safety Executive:

Priestley House
Priestley Road
Basingstoke
Hampshire
RG24 9NW
Tel: 01256 404000

9. EQUIPMENT MAINTENANCE

9.1 Lifting Equipment. Hydraulic equipment, lifting tackle, eyebolts, slings and equipment used for related purposes present particular dangers when in use, so it is essential that such equipment is regularly inspected and properly maintained. The Maintenance Manager will oversee this and keep the appropriate records of statutory inspections and maintenance.

9.2 Vehicles. The Maintenance Manager is responsible for the maintenance of all School vehicles that MOT certificates are obtained, and that appropriate records are kept. Bookings for mini-buses are, however, managed by the Co-Curricular Activities Department. All drivers are responsible for ensuring that, before departure, they carry out the basic checks in order

to ensure that their vehicle is roadworthy and has sufficient fuel and report any damages or faults that may have occurred on their return to the Head of Co-Curricular Department. This is recorded in a vehicle log book and will be issued with the keys. Please refer to Merlin/School Policies/Vehicle and Minibus Transport Policy.

9.3 Plant and Machinery. The production and recording of risk assessments for all plant and machinery is the responsibility of the Maintenance Manager and ensures that regular checks are undertaken and routine maintenance is carried out at the recommended intervals, using the services of specialist external engineers where necessary. Particular attention is to be paid to equipment such as lifts that may be used by staff or pupils, and records will be kept of all statutory inspections and maintenance. Design and Technology records are kept by the Head of Design and Technology. Gym Exercise records are to be kept by the Director of Sport.

9.4 Gas/Plumbing Work Permit Form. This can be located on Merlin/All Forms/Estates. The form must be completed and authorised before any works can proceed.

9.5 Hot Works Permit Form. This can be located on Merlin, All Forms, Estates. The form must be completed and authorised before any works can proceed.

10. EXTRA-CURRICULAR ACTIVITIES

10.1 The Extra-Curricular Activities Department is responsible for organising and managing all on-site and off-site activities, including the authorisation of trips arranged by individual Departments. Risk assessments must be produced for all such activities and trips, and the Head of Co-Curricular Department is responsible for ensuring that these are done, as well as for providing advice to other staff as required.

11. FIRST AID

11.1 Details of the School's First Aid arrangements are contained in the separate First Aid Policy. During term-time, any accident requiring treatment involving staff, pupils, visitors or contractors will be dealt with by the Medical Centre (Ext 657), which is manned 24 hours a day. In the holidays, self-help First Aid will be necessary - the HR Department in conjunction with the Director of Estates maintains a list of trained First Aiders and the locations of First Aid boxes and eye-wash stations and defibrillator equipment are included on a list attached to the First Aid Policy. In an emergency, the Burdwood Surgery (Wheeler's Green Road, Thatcham - 01635 868006) is the school's medical adviser, or the emergency services should be contacted by telephoning (9)999.

12. FOOD SAFETY

12.1 Food safety and quality is of paramount importance to the School. The Catering department; its management and staff, are committed to achieving excellent standards of food hygiene. To achieve this, the department strictly adheres to the procedures set out in

the Food Safety Manual. The Manual having been specifically designed around the operation at Downe House and is reviewed on an annual basis by the Catering & Events Manager. It is the specific responsibility of all catering staff to contribute to the safe production and service of food. To ensure that the department is best placed to achieve this objective, the catering operation will constantly be reviewed by the Deputy Director of Estates, Property and Services, who has senior operational responsibility for the department.

13. INFORMATION

13.1 Copies of the Health and Safety Policy Statement and HSE's information notice on Health and Safety at Work will be displayed throughout the School and on Merlin. General consultation and communication on Health and Safety issues will be through line management, complemented by Area Representatives and the Health and Safety Committee, and the minutes of Committee meetings will be available on Merlin. In addition, other updates will be posted on Merlin, and Health and Safety will be included as an item in full staff meetings.

14. LEGIONELLOSIS

14.1 A full survey of all water storage facilities and outlets are carried out on a six monthly basis. A full risk assessment is carried out by a specialist company every two years. The regular monitoring of water temperatures at outlets throughout the School are carried out by an external contractor Eaton Environmental Services. All records of these assessments, inspections and monitoring are held in the Estate department office.

14.2 De-scaling and disinfecting of shower heads and their component parts is also carried out by EES.

15. LONE WORKING

On occasions when it is necessary for staff to work alone in areas of the School that have been vacated after normal working hours, they must take particular care to avoid accidents and to remain alert in the unlikely event of confronting an intruder. All staff working alone must make themselves aware of how to summon help if necessary and are strongly advised to carry a mobile phone with them at all times. Staff that are required to be on duty overnight in the Medical Centre must take appropriate precautions because of its relatively isolated location and must ensure that the door is secured at all times unless it needs to be opened to deal with a medical emergency. At the Medical Centre there is a door entry system with an automatic alarm. Where possible all staff during non-term time must let Reception know that they are at School.

16. MANUAL HANDLING

16.1 Staff in support departments who can reasonably be expected to be involved in lifting heavy items will be given manual handling training as part of their induction, which will be updated every 3 years. They are available to provide support to other staff if there is a need to lift or move heavy or bulky items and this should be requested through MERLIN.

16.2 Should an individual decide to take on a lifting task, the correct techniques must be used and additional help sought if at all possible in order to reduce the load. To avoid potential injury, if an individual is unsure about a manual lifting task it should not be carried out without further assessment of the risk and adequate control measures being implemented.

17. MEDICAL

17.1 Infection Control. The School's general Medical Policy is contained in a separate document, but infection control requires wider involvement. Pupils with infectious or contagious diseases will, if possible, be sent home or kept at home, or put into quarantine in the Medical Centre or a boarding house in the case of a large outbreak. Housekeeping staff will be trained in the appropriate cleaning techniques to keep the risk of infection spreading to a minimum. Separate instructions will be issued in the event of a major pandemic.

17.2 Inoculation Incident Procedure. The Medical Centre issues separate advice on the avoidance of needlestick injuries, but, if one does occur, it will be reported in accordance with RIDDOR. In order to avoid such injuries, all sharps must be disposed of in appropriate containers immediately after use. The disposal of medical sharps containers is the responsibility of the Medical Centre. The disposal of other sharps and all clinical waste is organised through the Science Department.

18. NEW AND EXPECTANT MOTHERS

18.1 There is a requirement to try to reduce the possibility of new or expectant mothers carrying out work that could involve risk, by reason of their condition, to their or their babies' Health and Safety. However, there is no requirement on the School to take any action that might be necessary in such circumstances unless an employee has given notice in writing that she is pregnant, has given birth in the last 6 months, or is breastfeeding. Separate guidance on this is available from the Director of Human Resources.

18.2 Once such notice has been given, and in accordance with the requirements of the Health and Safety at Work Regulations (1999), the School will carry out individual risk assessments to determine if any reasonable adjustments to work requirements are necessary. Separate guidance on this is available from the Director of Human Resources.

19. EVENTS

19.1 Key events at the School or off site can represent some occasions when the most number of people, including visitors, are assembled under one roof at the School. As such they present a particular risk, and Departments organising such activities must ensure that the appropriate risk assessment is completed before they go ahead. In addition, where visitors are present, a briefing on emergency evacuation arrangements must be given before the performance starts.

20. PROTECTION OF YOUNG PERSONS

20.1 The School will ensure that any young persons employed at Downe House will be protected from any risks to their health or safety that are a consequence of their lack of experience, or absence of awareness of existing or potential risks, or the fact that they have not yet fully matured. The School will not therefore employ a young person for work:

20.1.1 That is beyond their physical or psychological capacity.

20.1.2 That involves harmful exposure to agents that are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child, or that in any other way chronically affect human health.

20.1.3 That involves harmful exposure to radiation.

20.1.4 That involves the risk of accidents that, it may reasonably be assumed, cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training.

20.1.5 In which there is a risk to health from extreme cold or heat or noise or vibration.

20.2 However, this does not prevent the School from employing a young person where:

20.2.1 It is necessary for their training.

20.2.2 The young person will be supervised by a competent person.

20.2.3 Any risk will be reduced to the lowest level that is reasonably practicable.

21. RECORD-KEEPING

21.1 The maintenance of appropriate and up-to-date records is a key part of an effective Health and Safety system, and the School aims to ensure that this process is properly

established. A summary of all record-keeping requirements identified in this Manual is at Appendix E as a check-list for ensuring that the system is being properly maintained.

22. RISK ASSESSMENT

22.1 Aims. The overall aims of risk assessment are to:

22.1.1 Identify and evaluate potential hazards.

22.1.2 Determine ways of avoiding or mitigating risks.

22.1.3 Optimise processes and procedures to reduce risks to an acceptable level.

22.2 Process. The basic steps in the risk assessment process are to:

22.2.1 Identify the potential hazard.

22.2.2 Decide who might be harmed and how.

22.2.3 Evaluate the risks arising from the potential hazards and decide whether existing precautions are adequate or if more should be done to mitigate the risks.

22.2.4 Record the findings.

22.2.5 Review the assessment regularly, unless it is for a one-off activity, and revise if necessary.

22.3 A generic risk assessment form and detailed guidance is at Appendix F to assist those responsible for completing risk assessments. This should be used throughout the School unless there are specific reasons for adopting a different format, for example in relation to Science practicals.

22.4 Responsibilities. All Housemistresses/Heads of Department are responsible for producing risk assessments covering their areas of responsibility, and training and guidance will be made available to help with this where necessary. Whenever risk assessments are completed, the supervision of the pupils is to be taken into account. The person who completes the risk assessment is deemed to be responsible for the areas assessed. The person undertaking the risk assessment is deemed to be responsible for the supervision of the pupils undertaking the activity aligned to the risk assessment. Where this is not the case, the risk assessment will show the person responsible. In general, the following should be expected to be covered, although this is not an exhaustive list:

22.4.1 Houses.

22.4.2 Departmental areas.

22.4.3 External areas.

22.4.4 School events, performances and extra-curricular activities.

22.4.5 School trips and expeditions.

22.4.6 Use of School sports facilities – Farr Centre, swimming pool, playing fields, allweather pitch, squash courts, tennis and netball courts.

22.4.7 Plant and equipment.

22.4.8 COSHH.

22.4.9 Work activities in offices and administrative areas.

22.5 Risk assessments for physical areas or continuing activities are to be reviewed annually, and Houses/Departments must keep records of completed assessments. The Administration Manager will maintain a central register of risk assessments completed by Houses/Departments and when they are due for review.

23. ROAD SAFETY

23.1 Internal. As all vehicle traffic on the main site is required to share the road with pedestrians, it is absolutely essential that great care is taken when driving through the School. The 10 mile per hour speed limit must be observed at all times, and all staff are requested to politely inform all visitors of the need to do so if they observe them exceeding this limit.

23.2 External. Although the Hermitage Road is governed by a 30 mile per hour speed limit, this is frequently ignored, and this is therefore a potentially dangerous road to cross. In particular, great care must be exercised when crossing to the playing fields, and all pupils below the UV must only do so when supervised. PE staff must brief all pupils at the beginning of the academic year on the need for caution, and high visibility vests must be worn by those supervising the crossing-point in low light conditions.

24. SECURITY

24.1 The three main entry points to the School's estate are protected by automatic gates, and there is a fence facing the road, however the School is essentially an open site, as access from the rear cannot be prevented for a determined trespasser. Nevertheless, this is an essentially low risk area, and the School's presence does not have a high profile.

24.2 Improvements have been made to the external lighting to improve the likelihood of any night-time intruder being spotted, and the definition of the CCTV system has been increased to facilitate identification in the event of an incident and act as a deterrent. All buildings are fitted with swipe card entry, and care should be taken to ensure that ID cards are carried at all times and that all ground floor doors and windows are secured at night.

24.3 All staff and regular contractors are identifiable by wearing a School identity badge which is visible at all times.

24.4 If an incident occurs the Duty Caretaker (01635 881530 or ext. 3531) should be informed immediately and be called to assist unless it is sufficiently serious to warrant the immediate summoning of the emergency services. If the emergency services are called the Duty Caretaker should be informed.

24.5 Visitors include all those who visit for the purposes of their business (e.g. contractors, insurance surveyors, salesmen etc), those who have right of entry such as Fire Officers, Police etc as well as visiting staff and pupils, parents of current or prospective pupils and parents of visiting pupils. All visitors (except current parents) report to either Reception or the Estates Office where their presence is recorded, they receive information on the School's emergency procedures and are given a 'Visitors Badge' to wear. Current parents report to the relevant House staff before they are allowed to go to their daughter's bedroom.

24.6 All staff must be aware of the need to be vigilant and be prepared to challenge anyone on the site whom they do not recognise or whose presence seems suspicious.

25. SLIPS, TRIPS AND FALLS

25.1 Slips, trips and falls are the commonest causes of accidents, so it is essential to be careful at all times, particularly on a site such as this where there are so many steps and slopes. Care should also be taken not to create obstructions, and any concerns that are identified should be raised immediately, either on the spot or through a MERLIN support request.

26. STRESS

26.1 The School acknowledges its responsibility to consider stress along with other potential work-related hazards and to deal sensitively with any situation where stress in an employee can be identified. Work-related stress is defined as "the adverse reaction people have to

the excessive pressures or other types of demand placed on them". All line managers must ensure that they are alert to the potential signs of stress developing in a member of staff, and that they take reasonable action to try to alleviate the effects if they are able to do so. In addition, staff have free access to the services of the School Counsellor if they feel the need to discuss any concerns away from their normal working relationships.

27. TRAINING

27.1 Basic Health and Safety training will be carried out as part of the induction process for all staff and this will be recorded by the HR Department together with annual updates. In addition, certain staff will also receive extra training, such as on Manual Handling, where it is appropriate for their normal duties. Line managers should also consider Health and Safety training needs routinely as part of the performance review process. Fire safety awareness training is provided for all staff at INSET in the Summer term and refreshed every three years.

28. TRANSPORT

28.1 Taxis. The School has established a long term relationship with a local firm, Broadways, that enables the reliability and suitability of drivers and vehicles to be monitored as far as is possible. Bookings for this service can be made through Houses, but the School can take no responsibility for bookings made by pupils or parents with other taxi companies with which no links have been created.

28.2 School Minibuses and Vehicles. The Administration Department maintains a list of all those authorised to drive School vehicles. Staff required to drive minibuses must meet the required criteria as regards licensing and must also undergo training and be assessed by a member of the Estates Department before being authorised to drive these vehicles. Transporting pupils is a major responsibility, and staff must ensure that they conduct themselves accordingly. Please refer to the Approval to drive School minibuses or School car on Merlin/All Forms and also to the School Minibus and Vehicle Transport Policy on Merlin/ School Policies.

28.3 Use of Private Vehicles. If a member of staff uses their own vehicle on School business, whether to drive themselves alone from the School to another location or transport others, including pupils, the vehicle must be licensed, insured and fully roadworthy. The driver must also ensure that they are fit to drive and that they drive in a responsible fashion. Such use, provided it can be shown to be on behalf of the School, will qualify for insurance cover³ under the Occasional Business Use clause of the School's insurance policy, but this does not apply to travel from home to work. In order to authorise the use of their private vehicle for School business purposes, and to qualify for the payment of expenses, all such users are required to inform the Director of Estates, Property and Services who will require to see copies of certain documentation relating to your personal car insurance, MOT and licence

³ To qualify, drivers must also be over 25 and under 65 years of age and have at least two years' driving experience.

documentation on an annual basis. Please refer to the Approval to use a Private Vehicle on School Business form on Merlin/All Forms.

28.4 There is a separate Own Vehicle Use policy. Please refer to Merlin/School Policies/Health and Safety/Own Vehicle Use.

29. USE OF SCHOOL FACILITIES BY EXTERNAL ORGANISATIONS

29.1 The School is keen to make its facilities available to outside organisations for commercial, community and charity use. However, in doing so, it will not allow its own standards of safety to be compromised, either as regards staff and pupils or external users themselves. In order to ensure that the appropriate arrangements are in place for child protection, Health and Safety and insurance, all organisations seeking to use the School's facilities must enter into a formal agreement and produce the necessary documentation to demonstrate that they meet the standards required. This may be in the form of risk assessments and public liability insurance.

30. WORKING AT HEIGHT

30.1 Working at height should be avoided if at all possible and alternative methods used wherever this is feasible. If it cannot be avoided, the correct equipment must always be used and the task must be carried out by a competent person. Inappropriate means such as standing on chairs or tables must never be resorted to. The potential risks of carrying out the work must be assessed and the necessary precautions taken.

30.2 When a ladder is being used it must be properly secured on a stable base, and the user should maintain safe contact with the ladder and never over-reach – it is better to be safe by re-locating the ladder than to risk a fall. Ladders are suitable only for tasks that can be carried out quickly, and fixed scaffolding or “cherry pickers” should be used for tasks that are of longer duration. Mobile scaffolding towers must be fully assembled in accordance with the manufacturer's instructions and lone working is not permitted. The ladder register is kept by the Maintenance Manager.

30.3 The Working at Height Permit Form can be located in Merlin/All Forms/Estates/Maintenance.



HEALTH AND SAFETY COMMITTEE

TERMS OF REFERENCE

PURPOSE

1. The purpose of the Health and Safety Committee is to provide a forum for discussing and communicating Health and Safety issues within the School, and for raising awareness of their importance.

COMPOSITION

2. The composition of the Committee and the areas of responsibility of the Area Representatives are as follows:

- 2.1 Director of Estates, Property and Services – Chairman of the Committee.
- 2.2 Estates Manager
- 2.3 Leadership Team representative.
 - 2.3.1 Careers, Learning Skills, Library, History, Geography.
- 2.4 Maintenance Manager.
 - 2.4.1 General infrastructure.
 - 2.4.2 Role of Fire Safety Manager
- 2.5 Housemistresses/Masters' representatives (Lower School, Upper School and Sixth Form).
 - 2.5.1 All boarding houses.
- 2.6 Head of Co-Curricular Department.
 - 2.6.1 All extra-curricular and other activities on and off-site, including trips and transport.
- 2.7 Sister-in-Charge.
 - 2.7.1 Medical Centre and all First Aid and medical issues.
- 2.8 Head of Art.
 - 2.8.1 Art, History of Art, Photography, English, Classics,

2.9 Head of Design and Technology

2.9.1 Cookery Room

2.10 I/C Resistant Materials teacher

2.10.1 Design and Technology, Maths, Music (including Concert Room), Drama (including PAC).

2.11 Director of Sport.

2.11.1 All on and off-site sporting activities, the Farr Centre, the swimming pool, the squash courts, all exterior courts and pitches including the allweather pitch and the pavilion.

2.12 Head of Science supported by Laboratory Technicians' representative.

2.12.1 All Science Departments, Modern Languages, ICT, Social Sciences.

2.13 Administration Manager – Secretary to the Committee.

2.13.1 Administration including Finance staff, Admissions Resources Centre and School Shop

2.14 Maintenance Supervisor

2.14.1 Catering, Housekeeping, Estates, Contract Grounds staff, IT/AV Departments

MEETINGS

3. The Committee will meet at least once a term to review the Health and Safety policy, security and to consider Area Representatives' reports, the impact of current and future legislation, risk assessments, and any other safety-related issues. Before the meeting, Area Representatives should collate any concerns or issues from their respective areas of responsibility as the basis for their reports.

ACCIDENT/INCIDENT REPORT

Person(s) Involved:

Surname..... Forename.....

House/Department.....

Length of Time Absent from Work.....

Please note that absences of 7 days or more *MUST be reported under RIDDOR*

Details of Accident/Incident:

Location, Date and Time.....

Witnesses

Description of Accident/Incident:

.....
.....
.....

Injury (if applicable):

Please state type of injury (tick as many as are applicable):

- | | | | |
|------------------|---------------------------|---------------|-----------|
| Cut..... | Abrasion..... | Bruise..... | Burn..... |
| Eye Injury..... | Broken Bone..... | Fracture..... | |
| Dislocation..... | Electrocution..... | Gassing..... | |
| Poisoning..... | Other (please state)..... | | |

State the parts of the body affected and the extent of the injury, so far as you are able:

.....

Treatment (if applicable):

Did the injury require treatment? Yes/No If yes, by whom:
Hospital..... GP..... First Aider..... Medical Centre.....

Self-administered..... Other (please state).....

Report Completed By:

Name..... Signature.....

Date.....

Completed reports are to be sent/given to all of the following:

Medical Centre, DEPS and the Administration Office within five working days of the accident/incident or alternatively email: accidentforms@downehouse.net

Please note that a copy of the form should also be sent/given to the relevant Head of Department.

Please note that RIDDOR will be reported by the Medical Centre during term time and to the Director of Estates, Property and Services out of term time

New Employees Induction Schedule

Name of new employee	
Job Title/Department	
Start Date	
Line Manager/telephone number:	
Week 1	
<p>HR Induction</p> <ul style="list-style-type: none"> • Welcome to Downe House, history • Personal Details form, DBS, P45, name badge/photo (Permission for Photo form and sign Confidentiality Agreement), car sticker, driving school vehicles (licence), site plan, lunches/tea/coffee, org chart, disability/health issues, fire alarm test Wed 12.10pm, DSE User, non-smoking site, 10 mph limit around site, CP/D+G/Whistleblowing/Eq Opps/ Sick Pay/Sick Reporting (Merlin/hard copies) School Code of Conduct – Dignity and Respect • Job description • T's and C's, EOP, Sick Pay, Pension (3%, 9% or 12% Sal Ex) • Welcome meeting with Headmistress/and other key members of LT 	Date Completed and Initials of person providing training/information

<p>All Line Managers to arrange □ Department overview</p> <ul style="list-style-type: none"> • Walk round department/site (door codes) • Introduction to key staff Buddy/Mentor/ Team Member • Discuss Job Description “Housekeeping essentials”: office, desk, telephone extension, staff room, pigeon-holes, toilets, fire exits, departmental first aider, stationery supplies, Merlin fault reporting etc • Walk round school site 	<p>Date Completed and Initials of person providing training/information</p>
--	---

<p>Academic Staff – HOD</p> <ul style="list-style-type: none"> • Key Pupil Information for Classes to be taught • Schemes of Work • Other essential information 	<p>Date completed and initial of HOD</p>
<p>Mandatory Training</p> <ul style="list-style-type: none"> • Child Protection Training (Assistant Headmistress) • Health and Safety/Manual Handling/Fire fighting equipment • Read and understand Staff Handbook and Policies on Merlin 	<p>Date Booked – Date Completed and Initial of new employee</p>
<p>Essential Equipment</p> <ul style="list-style-type: none"> • Keys • ID badge • IT equipment • Mobile phone • Car Parking Permit • Uniform (if applicable) • Other 	<p>Date Received and Initial</p>
<p>Signature/date (new employee)</p>	

Signature/date (Line Manager)	
<i>It would be most useful if you would provide some feedback on your initial induction sessions to date. Thank you:</i>	

Revised January 2013

Please ensure you have signed/dated each section in acknowledgement that you have received and understood each part of your Induction and Mandatory Training. This form then needs to be returned within your first 4 weeks of employment to the HR Department

**Appendix D to Health and Safety Manual
Display Screen Equipment
Assessment Form**

Name of user:			Date of assessment:		
Workstation location:			Date of next review:		
Assessor's name:					
RISK FACTORS			REQUIRED ACTIONS	Whom?	When?
DISPLAY SCREENS	Yes	No			
<p>Are the characters clear and readable? Make sure that the screen is clean and that cleaning products are available to use. Ensure that the text and background colourings complement each other.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Is the text size comfortable to read? Software settings can be adjusted to change the size and clarity of text.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Is the image stable and flicker free? Try altering the settings of the screen to stop the flicker. If this does not work, contact the supplier.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Is the screen specification suitable for its use? Certain tasks may require different screens e.g. work that involves small details may require a larger screen.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Is the brightness and contrast of the screen adjustable? The controls for adjusting screen brightness/contrast are usually found at the bottom of the screen</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Does the screen swivel and/or tilt and is height adjustable? The screen should be able to swivel and tilt to reduce the risk of injury to the user.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Is the screen free from glare and reflections? If you place a mirror in front of the screen you will be able to check the source of any reflections. You may need to move the screen or the desk to remove glare/reflections.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Are adjustable window covering provided and are they in good condition? Check that blinds operate properly and that they aren't damaged. Vertical blinds are more suitable than horizontal ones. If they do not stop glare you may consider anti-glare filters.</p>	<input type="checkbox"/>	<input type="checkbox"/>			

Appendix D to Health and Safety Manual
Display Screen Equipment
Assessment Form

NOTES

KEYBOARD	REQUIRED ACTIONS		Whom?	When?
<p>Is the keyboard separate from the screen? <small>This is a requirement unless it makes the task impractical or the user has different workstations i.e. if they work in the office and at home and they are required to use a laptop for this purpose. Consideration should be given to the use of a docking station, separate keyboard and mouse.</small></p>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Does the keyboard tilt? <small>This does not have to be a built in mechanism, this could be done by securely tilting the keyboard into the optimum position for the specific user.</small></p>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Is the user able to keep the appropriate typing position? <small>Wrists should be kept in line with the forearm and heels of hands should be horizontal to avoid pressure on the wrists. Move the keyboard back to prevent this.</small></p>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Does the user have a good typing technique? <small>Hands should not be bent out at the wrists as this increases the likelihood of injury. Watch how the user types, if they are prone to bend their wrists outwards there are keyboards available that would be able to reduce this.</small></p>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Are the characters easy to read? <small>If the letters on the keyboard have faded or worn off you must replace the keyboard. Keyboards with matt finishes will reduce glare.</small></p>	<input type="checkbox"/>	<input type="checkbox"/>		
MOUSE / TRACKBALL				
<p>Is the device suitable for the task it is being used for? <small>There are many different types of devices available. Some suit certain jobs better than others. For example if a job involves scrolling through large documents a mouse with a roller ball would be most suitable.</small></p>	<input type="checkbox"/>	<input type="checkbox"/>		

Appendix D to Health and Safety Manual
Display Screen Equipment
Assessment Form

<p>Is the device positioned close to the user? Most devices are best positioned as close as possible to the user to prevent overreaching and to encourage a relaxed forearm.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Is there support for the device user's wrist and forearm? If not, additional support can be gained by using a mouse mat that contains a wrist rest or for adding arm rests to chairs.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Does the device work smoothly at a speed that suits the user? If not it maybe because the device needs to be cleaned. Check the user's manual to see how this is done. You may also need to provide a mouse mat to give the surface it is being used on more friction.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Can the user easily adjust the software setting for the speed, accuracy and size of the mouse pointer? Usually the setting for this is in the START menu, under SETTINGS and then under MOUSE.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>NOTES</p>					

SOFTWARE			REQUIRED ACTIONS	Whom?	When?
<p>Is the software suitable for the task? The software that the user is provided with should be designed to make their job easier, be user friendly and reduce stress. It is very important that users receive training on the software packages so that they understand how they work and are able to utilities its capabilities.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
FURNITURE					
<p>Is the work surface large enough to accommodate all of the user's equipment? More room can be created by simply moving reference documentation or printers.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Can the user comfortably reach all the equipment and papers they need to use? There is a wide variety of desk organisation equipment available which will assist the user organise their work station.</p>	<input type="checkbox"/>	<input type="checkbox"/>			

Appendix D to Health and Safety Manual
Display Screen Equipment
Assessment Form

<p>Are surfaces free from glare and reflection? Tables should have a matt surface rather than a glossy one to reduce glare or reflections from its surface. If the surface is glossy consider using mats, surface coverings or blotters to reduce glare. Glass computer tables are not recommended.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Is the chair suitable and stable? A chair must have the following working components: a seat back with adjustable height and tilt system; seat height adjustment; swivel mechanism; and castors / gliders.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Has the chair been correctly adjusted? The user should have a straight back with the lumbar region fully supported. Shoulders should be relaxed and thighs horizontal to the floor.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Are the arms horizontal and the eyes roughly in line with the top of the screen? Adjust the chair to get the arms in the right position, then adjust the screen height if eyes are still not level with the top of it.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Are the user's feet flat on the floor without too much pressure on the back of the thighs from the chair? If this is not the case, you may have to provide the user with a foot rest.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>NOTES</p>					

ENVIRONMENT			REQUIRED ACTIONS	Whom?	When?
<p>Is there enough room for the user to change position and vary movement? Space should be provided so that the user can stretch their body. Note: cables under a desk should be tidy so that they do not tangle around the user's feet. Use cable ties to do this.</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Is the lighting suitable? Users should be able to control the levels of lighting e.g. adjust the window blinds or light switches. Consider providing local lighting in the form of desk lamps. Any fluorescent tubes should be fitted with a diffuser.</p>	<input type="checkbox"/>	<input type="checkbox"/>			

Appendix D to Health and Safety Manual
Display Screen Equipment
Assessment Form

Does the air feel comfortable? Computers and VDU's may dry up the air. Circulate the air as much as possible by opening windows, using fans and having plants in the vicinity. Consider a humidifier.	<input type="checkbox"/>	<input type="checkbox"/>			
Are levels of heating suitable? The users should be able to adjust the levels of heat e.g. have access to the radiator level taps or airconditions controls.	<input type="checkbox"/>	<input type="checkbox"/>			
Are the levels of noise comfortable? Move sources of noise, such as printers away from the user.	<input type="checkbox"/>	<input type="checkbox"/>			
OTHER FACTORS					
How much time does the user spend using the display screen equipment? Long spells of work without a break will increase the risk of injury. Adverse symptoms may develop even if the work environment and conditions are good.	Hours:				
Does the user have any aches, pains or discomfort whilst using the equipment? Any of these should be reported to either their doctor or occupational health provider.	<input type="checkbox"/>	<input type="checkbox"/>			
Are users aware of their entitlement to request a free eye examination? Explain to the user the company's procedure for this.	<input type="checkbox"/>	<input type="checkbox"/>			
Does the user take regular and frequent breaks from using the VDU? This would include time away for filing, getting refreshments and attending meetings.	<input type="checkbox"/>	<input type="checkbox"/>			
Does the user have any disabilities that need to be taken into account when assessing their workstation and equipment? Advice can be found at www.direct.gov.uk	<input type="checkbox"/>	<input type="checkbox"/>			
Can the user use the telephone comfortably? Avoid cradling the telephone between the neck and the shoulder. If using the telephone for prolonged periods you need to provide a headset.	<input type="checkbox"/>	<input type="checkbox"/>			

NOTES

Appendix D to Health and Safety Manual
Display Screen Equipment
Assessment Form

The examples in the table below can be used to help decide if a worker is considered a “user” under the regulations

Job example	Does the jobholder’s DSE work involve:							Decision
	Continuous spells of an hour or more?	Daily use of DSE?	Fast information transfer?	High attention and concentration?	High dependency on the DSE?	Little choice whether or not to use the DSE?	Special training or skills?	
Word processing	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	Definitely users
Secretary	Yes	Yes	Yes	Maybe	Maybe	Maybe	Yes	
Data input operation	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
News sub-editor	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
Journalist	Yes	Yes	Yes	Maybe	Maybe	Maybe	Yes	
Telesales/ complaints/enquiries	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Assembly/testing operative	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
TV editing technician	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
CCTV control room worker	Yes	Yes	Maybe	Maybe	Yes	Yes	Maybe	
Air traffic controller	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Financial dealer	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Graphic designer	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
Librarian	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
Scientist/technical adviser	Maybe	Yes	Maybe	Maybe	Maybe	Yes	No	
Client manager	Maybe	Yes	Maybe	Maybe	Maybe	Yes	No	
Banking customer support	Maybe	Yes	Maybe	Maybe	Yes	Yes	Maybe	
Airline check-in clerk	Maybe	Yes	Maybe	Maybe	Yes	Yes	Yes	

Community care fieldworker	Maybe	Maybe	Maybe	Maybe	Maybe	Maybe	No	Not users
Receptionist (first example)	Maybe	Yes	Maybe	No	Maybe	Yes	Yes	
Senior manager (first example)	No	Yes	No	Maybe	Maybe	Maybe	No	
Senior manager (Second example)	Maybe	No	No	Maybe	Maybe	No	No	
Receptionist (Second example)	No	No	No	No	No	Maybe	No	

Appendix D to Health and Safety Manual

<p>SCREEN POSITION</p> <p>You should be able to swivel and tilt your screen to avoid reflections and to adopt a natural posture whilst reading the screen. The top of the screen should be roughly level with your eye line.</p>	<p>LIGHTING</p> <p>Lighting should be adequate for the task without creating glare or reflections. These can be minimised by the correct positioning of the workstation and screen.</p>	<p>REFLECTION AND GLARE</p> <p>Reflection and glare from windows and lights should be reduced to the minimum level possible. If tilting / repositioning the screen does not work, an anti-glare filter may be required. Windows should be fitted with suitable blinds.</p>
<p>DISPLAY SCREEN</p> <p>The screen must be able to swivel and tilt, with easily adjustable brightness and contrast. The image should be stable and free from flicker.</p>		<p>KEYBOARD</p> <p>This must be tilt able and separate from the screen. There must be space to rest arms in front to prevent fatigue. The symbols on the keys must be legible from the working position. Your forearms should be roughly horizontal with the keyboard.</p>
<p>WORK SURFACE</p> <p>This should have a matt surface and must be large enough to allow a flexible arrangement of screen, keyboard, documents and other related equipment.</p>		<p>HEAT / HUMIDITY</p> <p>There should be sufficient ventilation to ensure adequate humidity.</p>
<p>NOISE</p> <p>Noise from printers or other equipment must not distract your attention or disturb speech.</p>		<p>CHAIR</p> <p>This must have five castors, height adjustable seat, height and tilt adjustable back and must allow the user to achieve a comfortable sitting position. When seated, feet should rest on the floor or footrest (which must be provided if required).</p>
<p>HEAT</p> <p>Equipment belonging to a workstation must not produce excess heat which could cause discomfort to the operator.</p>	<p>SOFTWARE</p> <p>This must be suitable for the task, easy to use, and must display information in a format and at a pace adapted to the user.</p>	<p>WORKING SPACE</p> <p>Sitting in the same position for prolonged spells can be harmful. There should be sufficient space around and under the desk to allow the user to change position and move freely.</p>

SUMMARY OF RECORD-KEEPING REQUIREMENTS

INTRODUCTION

1. It is essential that Health and Safety records are carefully and consistently maintained in order to ensure that all relevant systems and processes are as effective as possible. This is a continuing responsibility that involves a wide variety of staff. An outline of the major areas of responsibility for record-keeping is below, but this list is not exhaustive and staff should identify and implement any additional sub-systems or record-keeping requirements they believe to be necessary in order to assure the appropriate arrangements for maintaining as safe a living and working environment as possible.

RECORD-KEEPING RESPONSIBILITIES

2. Administration Manager.
 - 2.1 Accident/Incident reports out of term-time.
 - 2.2 Central record of hazardous substances held on site.
 - 2.3 Central register of risk assessments and dates of review.
 - 2.4 Fire Log Book – record of all tests, drills, incidents and related correspondence.
 - 2.5 Health and Safety section on Merlin
 - 2.6 Minutes of Health and Safety Committee meetings.

 - 2.7 Register of Private Vehicle Use.
3. Director of Estates, Property and Services (or authorised deputy).
 - 3.1 Accident/Incident reports and investigation reports.
 - 3.2 Planned and completed Health and Safety-related works.
 - 3.3 Health and Safety report to Governors.
4. Duty Caretaker.
 - 4.1 Reports of fire safety tests, drills and incidents.
 - 4.2 Reports of security incidents.
5. Director of Information Systems.
 - 5.1 Disposal of electronic equipment.
 - 5.2 Register of DSE users.
6. Heads of Department and Housemistresses/Masters.

- 6.1 House lists/team lists in Fire Box.
- 6.2 Lists of hazardous substances held on site and associated safety data sheets – Catering Manager, General Services Manager, Head of Art, Head of Design and Technology, Head of Science, and Maintenance Manager.
- 6.3 Risk assessments.

7. Director of Human Resources.

E-1

- 7.1 Induction training.
- 7.2 In-service training and annual updates.

8. Maintenance Manager.

- 8.1 Authorised drivers of School vehicles.
- 8.2 Certification and inspection of hydraulic equipment and lifting equipment (Estates only).
- 8.3 Inspection, servicing and licensing of vehicles.
- 8.4 Inspection and maintenance of plant and machinery.
- 8.5 Provision of personal protective equipment (Estates only).
- 8.6 PAT testing of portable electrical equipment.
- 8.7 Waste disposal records (except hazardous waste/sharps disposed of by Science Department or Medical Centre).
- 8.8 Asbestos register.
- 8.9 Contractors' induction forms.
- 8.10 Hot work permits.
- 8.11 Inspection of electrical installations P.A.T and F.E.T.
- 8.12 Legionellosis survey and inspection records.
- 8.13 Lightning conductors and lifts

9. Medical Centre.

- 9.1 Accident/Incident reports in term-time.
- 9.2 Location of First Aid boxes and eye-wash stations.
- 9.3 List of trained First Aiders.

GUIDANCE ON CARRYING OUT RISK ASSESSMENTS

INTRODUCTION

1. The Health and Safety at Work Act 1974 incorporated into law the concept of “duty of care”, but this duty is not limitless and applies “so far as is reasonably practicable”. This means finding a balance between the degree of risk and the cost and practicality of control measures, and one means of doing this is a risk assessment document that formalises the normal thoughts and judgements made about risks. The completion of risk assessments is a legal requirement.
2. A risk assessment is therefore nothing more than a careful examination of what, in relation to a defined area or activity, could cause harm to people so that it is possible to weigh up whether enough precautions have been taken or more should be done to prevent harm. In this context, a hazard is anything that could cause harm (e.g. chemicals, electricity, a fall, working on a ladder etc), and a risk is the overall chance (High/Medium/Low) that somebody could be harmed by the hazard.
3. In carrying out risk assessments, the aim is to decide whether or not a hazard is significant, and, if it is, whether or not adequate precautions are in place to reduce it as far as possible. However, it is highly unlikely to be possible to eliminate a risk completely, other than by ceasing an activity completely or closing off an area. Significant findings should then be recorded and disseminated to all who are affected by them in order to take the necessary precautions. Responsibility for carrying out risk assessments has deliberately been delegated to Heads of Department/Housemistresses etc, rather than using an external agency, in order to ensure that they have ownership of the results in their areas of responsibility and to increase awareness.
4. It is necessary to be able to show that:
 - 4.1 A proper check has been made.
 - 4.2 Consideration has been given to those who might be affected.
 - 4.3 All the obvious significant hazards have been dealt with.
 - 4.4 The precautions are reasonable.
 - 4.5 The remaining risk is as low as possible.
5. Review. Risk assessments must be reviewed regularly to ensure that any changes in location, equipment, personnel, procedures etc have not changed the risk, and to make sure that existing precautions are still working effectively. As a minimum, all continuing risk assessments must be reviewed at least once a year.

COMPLETION OF THE RISK ASSESSMENT FORM

6. Hazards Identified. Those significant hazards that could cause harm should be listed, and any trivial ones should be ignored. Those completing risk assessments should consult as widely as practicable in order to get a complete picture of potential hazards.
7. Persons Identified. This should include consideration of all personnel that might be affected, and not just pupils and staff.
8. Likelihood, Impact and Overall Risk. See matrices below:

 LIKELIHOOD IMPACT ⁴		UNLIKELY	MAY HAPPEN	LIKELY	VERY LIKELY	CERTAIN
		(1)	(2)	(3)	(4)	(5)
MINOR INJURY (FIRST AID ON SITE)	(1)	LOW	LOW	LOW	LOW	MEDIUM
MINOR INJURY (TREATED OFF SITE)	(2)	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
OVER 3 DAY INJURY	(3)	LOW	MEDIUM	MEDIUM	HIGH	HIGH
MAJOR INJURY	(4)	LOW	MEDIUM	HIGH	HIGH	HIGH
DEATH	(5)	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

OVERALL RISK	MEANING
LOW	This represents a low level of risk, although control measures must be maintained.
MEDIUM	This represents a medium level of risk, and particular care must be taken. Additional control measures may be required.
HIGH	This represents a high level of risk. Further resources may be needed that may be beyond our ability to provide, and it may be necessary to consider if this is acceptable.

9. Control Measures (To Reduce Risks). All precautions that have already been taken to reduce risk should be listed, but it should be remembered that risk cannot be eliminated completely and a level of risk is acceptable. Control measures may be considered under the following headings:

9.1 Training/briefing.

⁴ Although the level of impact is illustrated in relation to physical injury, similar levels of impact in terms of psychological harm or stress should also be considered.

- 9.2 PPE (see below).
- 9.3 Administrative controls such as procedures to minimise the hazard.
- 9.4 Physical controls to separate people from the hazard or draw attention to it.
- 9.5 Substitution - do the activity a different way.
- 9.6 Elimination – do not do the activity.

10. Additional Actions Necessary. As well as the general measures in place, it may be necessary to carry out further actions such as specific briefings or regular reminders, and these should be listed here. In addition, any extra control measures that have been identified as being required to reduce risk, but are not yet in place or need to be considered, should also be noted under this heading, together with the allocation of responsibility for taking the appropriate action.

11. Manual Handling Risk. The manual handling risk, if any, involved in the area or activity must be considered. The definition of “manual handling operations” is, ““any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or by bodily force.” The term “load” includes a person or animal. Any risk identified that is considered to be Medium or High must be the subject of a separate assessment and the relevant forms are available from the DCCA.

12. Personal Protective Equipment (PPE). It is possible that some activities require PPE and these need to be considered in this section.

PROCESSING OF RISK ASSESSMENTS

13. The person carrying out the risk assessment should sign it, and it should then be counter-signed by the Head of Department/Housemistress etc, even if it was they who carried out the assessment. All staff in the Department/House etc, together with anyone else who might be affected, should be briefed on the findings and the need to act in accordance with the control measures put in place to reduce the risk. A copy of the risk assessment should be kept on file where it will be accessible to anyone who needs to see it, and a record of risk assessments that have been created or reviewed must be sent to the Administration Office for inclusion in the central Risk Assessment Register.

14. Co-Curricular Activities. Specific arrangements are in place for carrying out risk assessments of events and activities, both on-site and off-site. Organisers will receive a draft from the Head of the CoCurricular Department and should then check the contents and discuss with Head of the Co-Curricular

Department as necessary. They should then sign the risk assessment and return it to the Head of the Co-Curricular Department, who will countersign it and record it. No event/activity should take place in the School without a risk assessment having been completed, and it is therefore essential for organisers to ensure that they have followed the correct procedures before allowing the event/activity to go ahead.